

## Certification Final for Creditor's Attorney

You have completed classroom training and are ready to apply your CM/ECF skills. Here is your opportunity to test what you have learned on the Certification Final. The Certification Final has VIII parts. Complete all VIII parts and then contact your classroom facilitator. The facilitator will review your case docket and email your results within 48 hours. If you have any questions, please contact your classroom facilitator.

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## Resources you can use for certification final

Resource	URL Address
Document Event Directory	<a href="http://www.casb.uscourts.gov/PDF&amp;Downloads/alpdir.pdf">http://www.casb.uscourts.gov/PDF&amp;Downloads/alpdir.pdf</a>
ECF Training Database	<a href="https://ecf-train.casb.uscourts.gov/">https://ecf-train.casb.uscourts.gov/</a>
CSD Forms	<a href="http://www.casb.uscourts.gov/html/latest_forms.htm">http://www.casb.uscourts.gov/html/latest_forms.htm</a>
Open Simultaneous Window	<a href="http://www.casb.uscourts.gov/html/Using_the_Online_Manual/opensimulwindows.htm">http://www.casb.uscourts.gov/html/Using_the_Online_Manual/opensimulwindows.htm</a>

## Begin your Certification Final

<b>Part I</b>	Before you file
<b>Part II</b>	Document Events
<b>Part III</b>	Login to ECF training database
<b>Part IV</b>	Case Opening - Adversary
<b>Part V</b>	File documents
<b>Part VI</b>	Verify ECF docket and Claims Register
<b>Part VII</b>	Contact Facilitator
<b>Part VIII</b>	Certification

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<b>Part I Before you file</b> (use fillable court forms, where applicable.)	<b>Prepare PDF files for</b> <ul style="list-style-type: none"><li>■ Objection to confirmation to chapter 13 plan (CSD 1172)</li><li>■ Notice of hearing to objection to confirmation of chapter 13 plan (CSD 1173)</li><li>■ Proof of claim (B10)</li><li>■ Objection to claim and notice thereof (CSD 2015)</li><li>■ Adversary cover sheet (B104)</li><li>■ Adversary complaint (<i>first page only</i>)</li><li>■ Proof of service (CSD 3010)</li><li>■ Subpoena in an adversary case (CSD 3009)</li></ul>
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### Prepare PDF files for




### Part II Document Events

Use the Document Event Directory to look for the document events to file documents.

### Part III Login to ECF Training Database

Log into ECF's training database. ECF training login and password are on the diskette's label (provided in class.)

<b>Part IV Case Opening</b>	<p><b>For Open an Adversary Case procedure</b></p> <ul style="list-style-type: none"> <li>■ Open an adversary case filing B104 adversary cover sheet and adversary (PDF can be one or two separate files.) <ul style="list-style-type: none"> <li>■ Locate your bankruptcy case number on your classroom diskette's label to use as the associated bankruptcy case number.</li> <li>■ <b>Note:</b> Adversary summons is issued once case is opened. Save the summons (PDF file) to file the served summons.</li> </ul> </li> </ul> <p>Write down case number. Case will be used for File Documents exercises.</p>
<p><b>Part V File documents</b> (use filable court forms, where applicable.)</p>	<p>Locate your bankruptcy case number on your classroom diskette's label to file the documents below</p> <ul style="list-style-type: none"> <li>■ Objection to confirmation to chapter 13 plan (CSD 1172) <i>(filed by creditor)</i></li> <li>■ Notice of hearing to objection to confirmation of chapter 13 plan (CSD 1173) <i>(filed by creditor)</i></li> <li>■ Proof of claim (B10) <i>(filed by creditor)</i></li> <li>■ Objection to claim and notice thereof (CSD 2015) <i>(filed by debtor)</i></li> </ul> <p>Using the adversary case number that was opened file the documents below</p> <ul style="list-style-type: none"> <li>■ Served summons (PDF and proof of service, CSD 3010) <i>(filed by plaintiff)</i></li> <li>■ Subpoena in an adversary (CSD 3009) <i>(filed by plaintiff)</i></li> </ul>
<p><b>Part VI Verify ECF docket</b></p>	<p><b>ECF Case Docket</b></p> <ul style="list-style-type: none"> <li>■ Access ECF Docket Report to review your filings by clicking on Query, enter your PACER login and password on login screen, enter your case number. Ensure that filings coincide with ECF procedures. For example, linking, attaching, correct PDF's, etc.</li> </ul> <p><b>Claims Register</b></p> <ul style="list-style-type: none"> <li>■ Access the Claims Register report to review your filing by clicking on Reports and Claims Register. Enter your PACER login and password. Enter your case number. Ensure that the filing coincides with the ECF procedure.</li> </ul>
<p><b>Part VII</b> <b>Contact Facilitator</b></p>	<p>Contact your ECF facilitator via email or phone letting them know that your Certification Final is complete. Facilitator will access the ECF docket and review your case docket and give you the results within 48 hours. If there are questions regarding your case docket entries, the facilitator will contact you for clarification. If no questions, you will receive an email with your "live" login and password.</p>

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<b>Part VIII Certification</b>	Facilitator will contact you with Certification Final information, such as, live login and password for attorney, certificate for attorney staff.
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